

MONROE COUNTY

JOB DESCRIPTION

Position Title: Receptionist-Senior Center		Date: 10/1/04
Position Level: 2	FLSA Status: Non-Exempt	Class Code: 2-5

GENERAL DESCRIPTION

Primary function is to assist the visiting public in the Senior Center, which includes answering the phone and any questions concerning the services available in the Senior Center.

This position will be supervised by the AARP President and/or the Director of Social Services.

KEY RESPONSIBILITIES

1. Assist the public with information concerning activities and functions at the Center.
2. Answer incoming calls, etc.
3. Process incoming and outgoing mail.
4. Handle copy machine and process copies.
5. Type when necessary.
6. Assist public with using computer, etc.
7. Assist volunteers or staff with activities and function at Center.
8. Perform other clerical duties as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED preferred.
<i>Experience:</i>	1 to 2 years – Extensive experience may waive education.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Standardized: Work consists of a few repetitive duties. Tasks are restricted in scope, well-defined and clearly-prescribed; standard procedures guide all work. Problems are solved by reporting them to supervisor.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communication with Others:</i>	Little or no contact required externally or internally except with immediate associates and the supervisor.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	Assists Department in pending disasters if needed.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

